

## Madison County Department of Emergency Medical Services

### Standard Operating Guideline



<b>Title</b>	<b>PPCR Storage</b>
<b>Number</b>	037
<b>Adoption Date</b>	11/12/06
<b>Revision Date</b>	1/20/08
<b>Approved by</b>	Lewis Jenkins, EMS Director



#### **Purpose:**

This policy identifies the procedures by which Madison County EMS will comply with all state and federal regulations pertaining to the proper storage of all patient care documents.

#### **Policy:**

It is the responsibility of the EMS Lieutenant (Quality Assurance Officer) to see that all patient care reports are properly secured in a locked compartment. All electronic data pertaining to patient care reports are protected by a different password for each employee in the EMS Charts program. Each month all EMS Charts patient care data is sent electronically through a designated website provided by the Virginia Office of EMS.